

BIENNIAL REGISTRATION INFORMATION - 2011

- Biennial Registration only applies to permanent members of the Northern District Bar.
- The Biennial Registration Fee does not apply to attorneys admitted during a Biennial Year.
- The Biennial Registration Fee is **\$50.00** and is paid electronically through Pay.Gov (payments are not accepted by regular mail)
- Each attorneys must pay the fee by logging into CM/ECF with their individual login(6 digit Bar Roll Number) and password. Pay.gov does not allow multiple attorneys to submit payment in one transaction.
- The Biennial Fee is waived for attorneys employed by a State or Government Agency. If you received the email notification and are exempt, you must email biennial@nynd.uscourts.gov If you have not activated your CM/ECF account, you will need to do so.
- The Court will notify you via email when your Biennial Registration is due.
- Pursuant to Local Rules you must keep the Court apprised of any address changes, electronic and/or physical, within 10 days of such change.
- If you wish to update your information, submit the automated request *Update My Information* located here (<http://www.nynd.uscourts.gov/e-filingregistration/procform/procform132.cfm>)
- To locate your Bar Number, use the *Attorney Lookup* located here: (<http://www.nynd.uscourts.gov/attylookup/>).
- Requests for Certificates of Good Standing will be denied for attorneys who fail to pay the Biennial Registration by the due date.
- If you inadvertently paid your Biennial Fee twice electronically, follow the instructions for *Refunds of Fees Paid Electronically* located here: (http://www.nynd.uscourts.gov/documents/Refund_of_Fees_PayGov_2011_mtd.pdf).
- If you wish to be removed from the rolls of the Northern District, submit the automated request *Voluntary Removal from the NDNY Bar* located here: (<http://www.nynd.uscourts.gov/e-filingregistration/procform/procform132.cfm>)
- If you did not receive an email notification about the Biennial Registration fee, you may need to update the email address in your bar record. To update your bar record, select the appropriate option in the green box located here (<http://www.nynd.uscourts.gov/Biennial.htm>)